

GUIDANCE AND COUNSELING

EDUCATIONAL SPACES

Printing Instructions

1. Print the Table of Contents section to obtain an overview of the total document.
2. Print each document section that you are interested in.
3. For a *complete* document, please *print all* sections.

GUIDANCE AND COUNSELING

GENERAL PROGRAM GOALS AND OBJECTIVES STATEMENT

- ☐ The guidance program mirrors the Idaho Comprehensive Guidance and Counseling Model in the educational, personal, social, and career development domains.
- ☐ Our main objective is to serve the students' needs in the present and the future, preparing them to meet their life goals after high school.

PROGRAM ACTIVITIES

- ☐ Small Group Counseling
- ☐ Individual Counseling
- ☐ Small Group Testing
- ☐ Research
- ☐ Filing
- ☐ Record Keeping
- ☐ Student Reading
- ☐ Computer Use
- ☐ Family Meetings
- ☐ Parent Conferences
- ☐ IEP Meetings
- ☐ Planning/Coordinating
- ☐ Scheduling/Registering
- ☐ Student Time Out

AREAS

DESCRIPTION	EST. STAFF	EST. STUDENTS	SQ. FT. TOTAL
Counseling Office	1	1-4	120
Reception/clerical	1	1-30	200+
Conference Room	1-3	4-12	300-400
Career Center	1	1-35	400-1000
Records Storage			150
Testing Storage			150
Private Waiting			100
Restrooms			50-60

INTERNAL/EXTERNAL RELATIONSHIPS - WHAT SHOULD BE NEAR THIS AREA

- ☐ Main entrance
- ☐ Administration
- ☐ Counseling Conference Room and Career Center

INTERNAL/EXTERNAL RELATIONSHIPS - WHAT SHOULD NOT BE NEAR THIS AREA

- ☐ Faculty Lounge
- ☐ Noisy Classes
- ☐ Heavy Traffic Area
- ☐ Public Restrooms
- ☐ Commons Area

UTILITIES

Plumbing:

- ☐ Plumbing should be positioned or dampened to minimize noise.
- ☐ A sink should be provided in the conference room.
- ☐ Restrooms need to be in or adjacent to this area.

HVAC:

- ☐ The heating, ventilation, and air-conditioning system needs to be of sufficient size to keep each space at a comfortable temperature.
- ☐ The system needs to have a fresh air exchange system to keep high air quality in each space.
- ☐ The air supply and exhaust ducts need to be positioned to minimize any draftiness.
- ☐ The HVAC controls need to be designed to allow individuals the ability to modify the temperature for the instructional requirements of the each activities.
- ☐ The controls need to be positioned so that the room temperature is not “misread” (e.g., not too close to a door, window, or vent).

Electrical:

- ☐ Electrical supply outlets need to be sufficient to meet the electrical equipment needs of the counseling center.
- ☐ Electrical supply outlets need to be placed on each stationary wall and at the counters in each office, conference room and career center.
- ☐ Electrical supply outlets need to be provided for any built-in audio-visual equipment installed in the career center (e.g., television, VCR,

overhead/LCD projector, electric ceiling screen, etc.) Controls for the screen should be by the light switches.

- ☐ Power should be provided in the reception area for a copy machine.

Lighting:

- ☐ Lighting needs to be even across the room.
- ☐ Natural light is needed wherever possible.
- ☐ Staged lighting is needed in the conference room, the career center.
- ☐ The light fixtures need to be energy efficient to keep operating costs at a minimum.

Technology:

- ☐ Data drops are needed in:
 - Reception office (2)
 - Counseling offices (1)
 - Career Center (4-8)
- ☐ The career center needs to have access to cable TV for commercial, satellite and closed circuit broadcasts over the cable.
- ☐ The career center and office should be equipped with an integrated clock, intercom, and bell system.
- ☐ The career center should be equipped with a TV, VCR, electric screen and overhead/LCD projector.
- ☐ The area should be wired with data cable to enable the connection of a local area network and a wide area network
- ☐ Each counseling office will have the ability to receive direct outside calls and to make outside calls. The integrated, programmable phone system will include voice mail and many different programming options.

- ☐ A phone needs to be installed in the small privacy area for students.
- ☐ A sound system for providing “white” noise should be considered.
- ☐ Security systems with silent alarms should be considered.

SURFACES

Floors:

- ☐ Carpet throughout most areas. Vinyl composition tile in the storage areas.

Walls:

- ☐ A 4'x16' white board and tackable space on the walls of the conference room and the career center should be provided.
- ☐ Wall and ceiling surface materials need to accommodate the acoustical needs of the offices and conference room.
- ☐ Windows need to be of double pane glass and have operable integral blinds.
- ☐ Interior windows should be provided where privacy is not compromised. Consider integral blinds on all interior windows.
- ☐ Walls should be acoustically treated.

Ceilings:

- ☐ The ceiling height of this space should be 9' - 11'.
- ☐ The ceiling should be a durable suspended ceiling with acoustical tile.

Doors:

- ☐ Each office door, conference door should have a small narrow window.

STORAGE

- ☐ Each office needs base and overhead cabinets. The base cabinets should have knee space under the counters for computer space. Some of these cabinets should be secured.
- ☐ Each office and reception area will need space for file cabinets.
- ☐ The career center and counseling area needs to have sufficient storage for those specialized books, magazines, and other instructional materials necessary for the program. Special attention is needed for book shelves in the career center area.
- ☐ The storage room should have storage cabinets and some of the cabinets should be secured.
- ☐ An area near the counseling offices needs to be provided for a large amount of file cabinets.

FURNITURE AND EQUIPMENT

- ☐ The career center needs to be equipped with a television, VCR, overhead/LCD projector, and electric ceiling mounted screen.
- ☐ Horizontal, locking file cabinets.
- ☐ Overheads
- ☐ Copier

- ☐ Scantrons
- ☐ Magazine and book racks

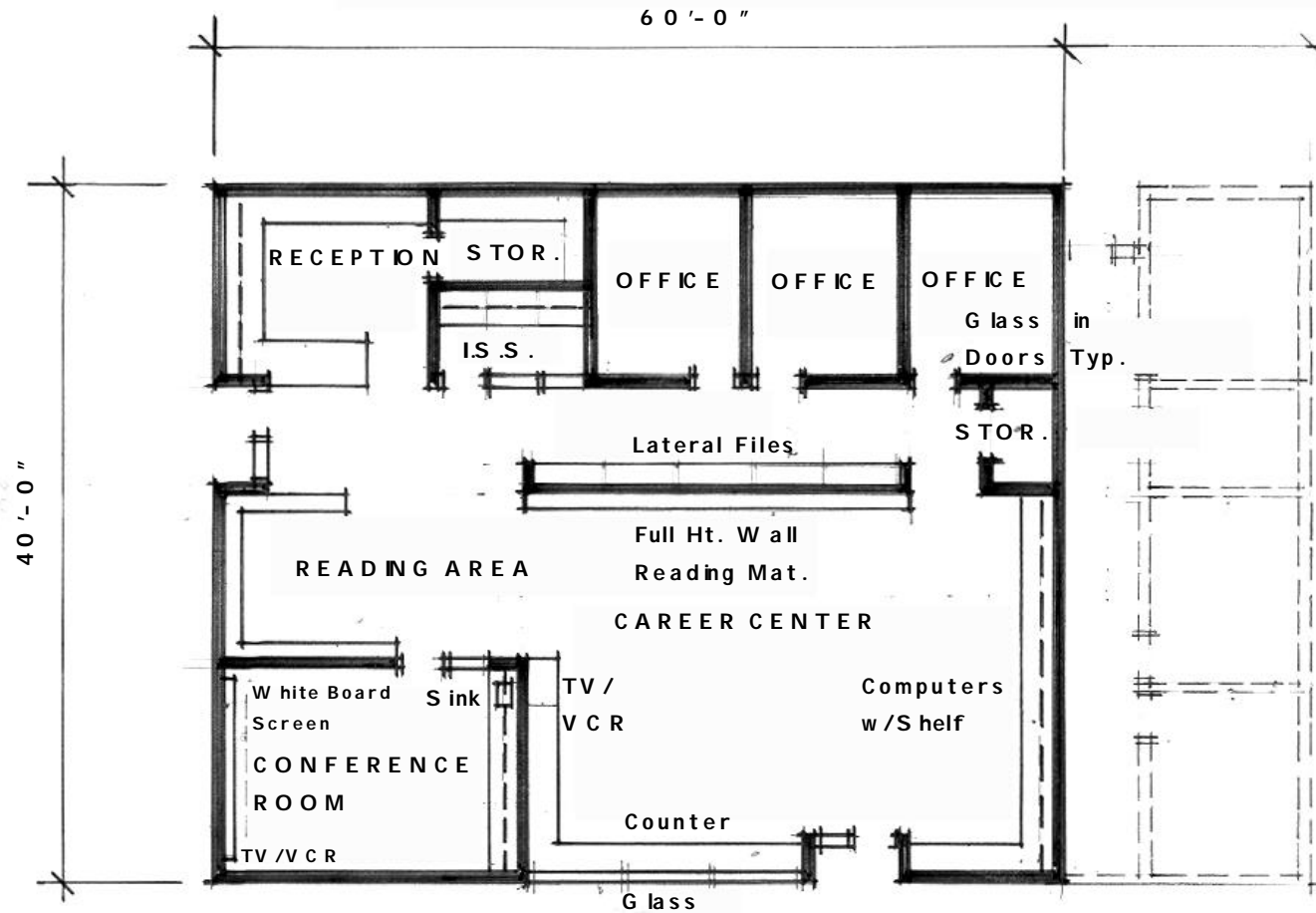
SAFETY ISSUES

- ☐ A security system needs to be considered.
- ☐ All furniture should be ergonomically correct..

IMPORTANT NOTE

The following graphics are intended to show typical spaces and spacial relationships. They are not intended to serve as architectural drawings and are not adapted to specific sites.

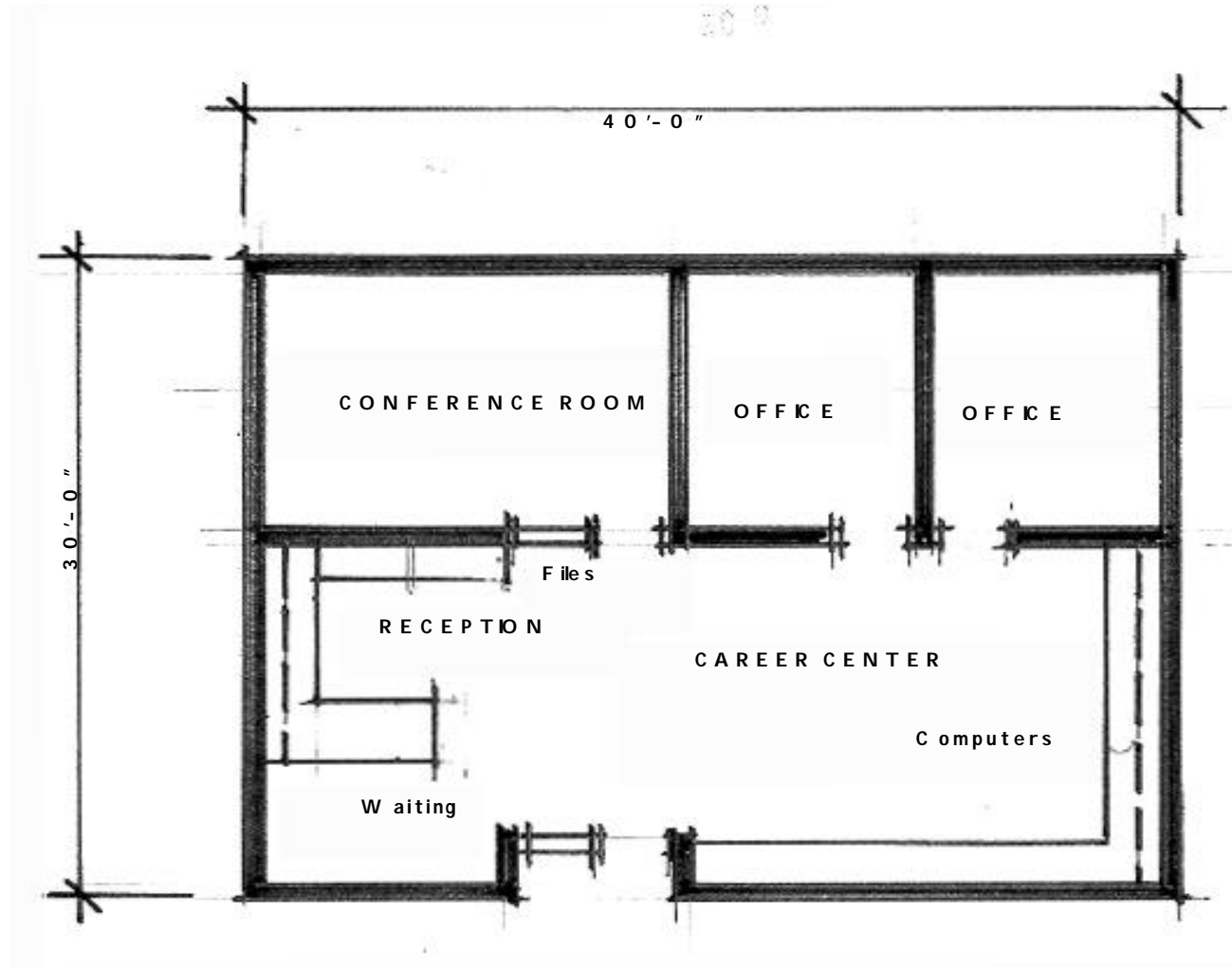
These graphics should be used as a starting place for discussions with district personnel, planners, architects and engineers. Almost certainly, changes and adaptations will be required to meet the particular needs of the educational institution and the programs they offer.



G U I D A N C E A N D C O U N S E L I N G (Large School)

The Matrix Group

Not to Scale



G U I D A N C E & C O U N S E L I N G C E N T E R (S m a l l S c h o o l)

The Matrix Group

Not to Scale